

# **MONTANA RTAP SCHOLARSHIP PROGRAM GUIDELINES**

## **PROGRAM DESCRIPTION**

The Montana Rural Transit Assistance Program (RTAP) can provide financial assistance to any RTAP eligible transit system wishing to attend a training program, professional development program, or educational conference. The purpose of the RTAP Scholarship Program is to help offset some of the costs associated with attending training programs in order to encourage and further the development of the skills and abilities of those persons involved in transit in rural and in small urban areas. Eligible training includes courses, seminars, workshops and conferences with subject matter specifically related to the transit industry. Training can be in-house, in-state or out-of-state.

## **ELIGIBILITY**

All Montana transit providers receiving Section 18, 16 or 3 federal grants as well as public transit operators in small urbanized areas so long as the activities are primarily designed and delivered to benefit non-urbanized transit providers, are eligible to participate in the RTAP Scholarship Program. If your organization meets this requirement, you can send a maximum of two people to a particular program.

## **ELIGIBLE EXPENSES**

Eligible expenses include registration fees, meals, travel and accommodations. If the program you wish to attend is in Montana, the scholarship may pay for one or a combination of the above eligible expenses - 50% to 100% up to \$750 per person. If the program is in another state, the scholarship may pay for one or a combination of the above expenses - 50% to 80% up to \$1,000 per person. Accommodations and mileage are not reimbursed if your transit system is located 35 miles or less from the site of the approved program.

## **REIMBURSEMENT**

Scholarship reimbursement is made after proof of successful completion of the program. After the approved applicant has attended a training program, they will be required to submit the following information in order to be reimbursed:

- 1) detailed expense information;
- 2) receipts of all eligible expenses;
- 3) copy of the course agenda (if not included with the application form);
- 4) program summary/evaluation report.

All requests for reimbursement must be submitted within 30 days after the completion of the program. Any late requests for reimbursements are not guaranteed to be paid.

## **APPLICATION PROCESS**

Applications must be submitted on a Montana RTAP Scholarship Application Form. Forms can be obtained by calling 444-6210. A brochure or other descriptive material should accompany the application. Completed forms should be sent to Montana Department of Transportation, Transit Section, 2701 Prospect, P.O. Box 201001, Helena, MT 59620-1001.

**SELECTION PROCESS**

All applications are reviewed and acted upon by the State Transit Section staff. You must have your application approved before you attend requested scholarship events.

All applications will be evaluated on the basis of:

- 1) The balance of funds remaining in the Scholarship Program;
- 2) Applicant eligibility;
- 3) Program applicability;
- 4) Previous Montana RTAP scholarship awards;
- 5) The number of Montana rural transit providers already participating in the requested program;
- 6) Thoroughness and completeness of application.

If you have any questions about the Montana Rural Transit Assistance Program Scholarship Plan, call David Jacobs at 444-6120.

# **MONTANA RURAL TRANSIT ASSISTANCE PROGRAM SCHOLARSHIP APPLICATION FORM**

Please fill out one application per person and please print

## **APPLICANT INFORMATION**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Agency  
Director \_\_\_\_\_

## **INFORMATION ON PROGRAM YOU WANT TO ATTEND**

Name of Program \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Host/Sponsor \_\_\_\_\_

What responsibilities does your organization have for providing transit in the small urban and/or rural areas?

Please explain the reason for attending this program and expected benefits:

List any conference/training programs that anyone from your agency has attended using Montana RTAP financial assistance (please list name of attendee):

Approximately, how much will attending this program cost (please include registration fees, meals, travel and accommodations?)

Send with a brochure or other descriptive materials to:  
Montana Department of Transportation, Transit Section  
2701 Prospect Ave., P.O. Box 201001  
Helena, MT 59620-1001  
Phone: 444-6120